



Mecklenburg County
March 15, 2016
@ 3:00 p.m.
Agenda

Building-Development Commission

1. BDC Meeting Minutes Approved
2. BDC Member and Industry Association Issues
3. Public Attendee Issues
4. FY17 Budget Proposal Review.....Jim Bartl
5. Adjournment

The next **BDC Meeting** is scheduled for **3:00 p.m. on April 19, 2016.**

Please mark your calendars.

BDC Meeting Minutes
February 2016

BUILDING DEVELOPMENT COMMISSION

Minutes of February 16, 2016 Meeting

Jonathan Bahr opened the Building-Development Commission (BDC) meeting at 3:05 p.m. on Tuesday, February 16th 2016.

Present: Jonathan Bahr, Travis Haston, Rob Belisle, John Taylor, Chad Askew, Tom Brasse, Melanie Coyne, Scott Shelton, Ben Simpson, Michael Stephenson, Wanda Towler and Rodney Kiser

Absent: No absentees in February.

1. MINUTES APPROVED

Melanie Coyne made the motion to approve the minutes from the January 19th Building Development Commission Meeting after revision of item #6. Industry Meeting on Technology Development Priorities; to reflect Michael Stephenson's attendance at both the December 7th meeting and the December 17th meeting. Scott Shelton seconded the motion. Meeting minutes, passed unanimously.

2. BDC MEMBER ISSUES & INDUSTRY ASSOCIATION ISSUES

Jonathan Bahr reported that the Chamber of Commerce is currently looking for a small business representative to fill the BDC vacancy approved by the BOCC.

3. PUBLIC ATTENDEE ISSUES

No public attendee issues.

4. BUILDING VALUATION DATA WORK GROUP RECOMMENDATION

Patrick Granson reminded members that a summary e-mail with BVD comparison chart was sent to BDC members on January 5th. At the request of John Taylor, final comments by the BDC were deferred to February when the BDC will make any objections to the change. The end product identifies a set of modifications to the 2013 ICC Building Valuation Data table that make sense to participating industry reps and the Department. Since this is an admin change, it doesn't require BOCC action. The proposed start date is 7/1/16. Customers will be made aware of this change 90 days in advance (4/1/16) when it will also be posted on the web for reference. Forecasting any FY17 revenue impact will be part of the Department's work with the BDC budget subcommittee. John Taylor, the ABC and all members of the BDC had no objections to the change and consider this initiative complete.

5. DEPARTMENT STATISTICS AND INITIATIVES REPORT

Patrick Granson provided the following report on the Department's January statistics.

January 2016 Statistics

Permit Revenue

- January permit (only) rev - \$ 1,839,478, compares to December permit (only) rev - \$ 1,937,892
- Note (*); the December 1, 2015 BOCC approval of RFBA's changed expense & revenue picture as follows.
 - The 20 position betterment adds \$1,534,000
 - So new Fy16 permit revenue totals; \$21,904,284 + \$1,534,000 = \$23,438,284
- YTD permit rev = \$14,402,355 is above projection (\$13,033,165) by \$1,369,190 or 10.5%.

Construction Value of Permits Issued

Report temporarily suspended.

Permits Issued:

	Dec	Jan	3 Month Trend
Residential	3756	3829	4749/4097/3756/3756
Commercial	2120	2103	2604/1955/2120/2103
Other (Fire/Zone)	234	302	396/289/234/302
Total	6110	6234	7749/6341/6110/6234

Changes (Dec-Jan); Residential up 1.91%; commercial down .81%; total up 1%

Inspection Activity: Inspections Performed

Insp. Req.	Dec	Jan	Insp. Perf.	Dec	Jan	% Change
Bldg.	6547	5965	Bldg.	6502	5814	11%
Elec.	7614	6535	Elec.	7334	6068	17%
Mech.	4103	3405	Mech.	3923	3162	19 %
Plbg.	3162	2945	Plbg.	2895	2581	11%
Total	21,426	19,176	Total	20,654	17,625	15%

Changes (Dec-Jan): requests down _11_%; inspect performed down 15% (trades ranging 16-20%)

Insp performed were 7% of insp requested

Inspection Activity: Inspection Response Time (new IRT report)

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Dec	Jan	Dec	Jan	Dec	Jan	Dec	Jan
Bldg	77.8	76.1	94.3	91.9	98.4	97.8	1.29	1.38
Elec.	55.1	61.1	86.9	88.1	98.5	96.4	1.6	1.87
Mech.	61.1	70.9	84.4	90.9	95.7	96.7	1.6	1.51
Plbg.	63.1	70.6	83.8	90.4	96.2	97.3	1.56	1.43
Total	64.2	69.1	88.1	90.2	97.4	96.9	1.5	1.58

Per the BDC Performance Goal agreement (7/20/2010), the goal range is **85-90%**; so while numbers are improved, the IRT report indicates the Jan. average is currently **16% below the goal range.**

Inspection Pass Rates for January 2016:

OVERALL MONTHLY AV'G @ 77.3% in January, compared to 78.8% in December

Bldg: December – 66.97%
 January – 64.42%

Elec: December – 76.27%
 January – 75.21%

Mech: December – 84.25%
 January – 85.95%

Plbg: December – 89.47%
 January – 91.12%

- Overall average down 1.5%+ from last month, but still within the 75-80% goal range.

OnSchedule and CTAC Numbers for January, 2016

CTAC:

- 75 first reviews, compared to 104 in December.
 - Projects approval rate (pass/fail) – 61%
 - CTAC was 33.4% of OnSch (*) first review volume
- *CTAC as a % of OnSch is based on the total of only scheduled and Express projects

On Schedule:

- May, 14: 223 -1st rev'w projects; on time/early–97.63% all trades, 96% B/E/M/P only
- June, 14: 241 -1st rev'w projects; on time/early–94% all trades, 95% B/E/M/P only
- July, 14: 203 -1st rev'w projects; on time/early–90.4% all trades, 96% B/E/M/P only
- August, 14: 248 -1st rev'w projects; on time/early–85.75% all trades, 96% B/E/M/P only
- September, 14: 189 -1st rev'w projects; on time/early–92% all trades, 94.75% B/E/M/P only
- October, 14: 239 -1st rev'w projects; on time/early–95% all trades, 94% B/E/M/P only
- November, 14: 194 -1st rev'w projects; on time/early–95.6% all trades, 95.25% on B/E/M/P only
- December, 14: 203 -1st rev'w projects; on time/early–95.25% all trades, 94.25% on B/E/M/P only
- January, 15: 185 -1st rev'w projects; on time/early–92.88% all trades, 93.5% on B/E/M/P only
- February, 15: 192 -1st rev'w projects; on time/early–
94.75% all trades, 96.5% on B/E/M/P only
- March, 15: 210 -1st rev'w projects; on time/early–95.1% all trades, 97.5% on B/E/M/P only
- April, 15: 240 -1st rev'w projects; on time/early–91.5% all trades, 96.75% on B/E/M/P only
- May, 15: 238 -1st rev'w projects; on time/early–95% all trades, 94.75% on B/E/M/P only
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- November, 15: 220 -1st rev'w projects; on time/early–93% all trades, 92% on B/E/M/P only
- December, 15: 224 -1st rev'w projects; on time/early–89.4% all trades, 90.75% on B/E/M/P only
- January, 2016: 188 -1st rev'w projects; on time/early–85.85% all trades, 84.64% on B/E/M/P only

Booking Lead Times

- On Schedule Projects: **for reporting chart posted on line**, on February 1, 2016, showed
 - 1-2 hr projects; at 2 work days booking lead
 - 3-4 hr projects; at 2-4 work days lead, bldg-4,
 - 5-8 hr projects; at 2-20 work days lead, bldg-13, elec-15, MP-20, CMUD-5, CLT Zon'g -18.
- CTAC plan review turnaround time; BEMP at 4 work days, and all others at 1 day.
- Express Rev'w booking lead time; 4 work days for small projects, 15 work days for large projects

STATUS REPORT ON VARIOUS DEPARTMENT INITIATIVES

David Gieser updated BDC members on various on-going department initiatives as follows:

Follow-up from BDC January Meeting

David Gieser updated the BDC members on Industry-Technology Development Priorities saying when Gartner's final tech recommendations are received by the County; the Department will bring these recommendations to the BDC for discussion and comparison to the industry tech priority. Jim has advised the Assistant County Manager and LUESA Director accordingly. Gartner has met with the County and the City but have still not finalized the recommendations. We anticipate this will happen sometime this month.

Code Interpretation Search Tool

BDC members liked the proposal to add links to the current NC codes from the ICC website on each trade search page in the Code Interpretation Library; also requesting a link to NCDOT's web posting summary of current code changes approved by the BCC and the NC Rule Review Commission. Next month we hope to have a status update.

Updates on Other Department Initiatives in the Works

Mega Multifamily Inspection Team and Inspections Realignment Project Status

No significant news to report on the realignment. We are still progressing towards a July 1st finalization of the realignment project. Earlier this month, we had a meeting with the GCAA and talked about the permitting structure; which was well received. This information will be loaded to our web site and we will advise, on any preconstruction meeting to structure permits to make sure they are where they need to be.

Gartner/Task Force Recommendations

We continue to work on the Gartner Task Force. We had a joint session with City-County employees who currently occupy this building. Meeting was held on Friday before the Super Bowl to talk about the vision and how things are going. It was a good update and well received by all the staff.

The BDC's direction on training includes the following

In the May 19 meeting, the BDC concurred that it is the Department's responsibility to train customers and staff on both the process and use of technology. The BDC added the following qualifying points; a) First time customers are different and the Department should "step up a bit" in helping them. b) Contractor participation in preliminary code reviews is helpful, especially to promote discussions of constructability and code complaint details, and should be encouraged. c) Continue promoting consistency meeting agendas and contractor participation in same, especially for the commercial contractors. We are currently looking to restructure the rotation of meetings to make them more effective for everyone attending. (one month have a Commercial Building Consistency and another month having a Residential Consistency meeting). We will keep you updated on these developments. d) Offer industry opportunity to attend code training sessions offered by the Department.

Follow-up Subcommittee Task Force Work

The CCTF & Subcommittee on RTAP and Best Practice delivered their reports to the BDC in the July meeting. The CCTF assignment is complete. Follow up work is required from the Subcommittee on RTAP & Best Practice; that meeting was snowed out and is tentatively re-scheduled for February 29th from 9:00 a.m. – 11:00 a.m. here at Suttle Avenue in the 4th floor Woods Conference room.

Follow-up on the 2014 Service Delivery Enhancement Proposal

Hybrid Collaborative Delivery Team

- Team leadership periodically updates the BDC on their status

Customer Service Center Design Project

- So after this, CSC updates will be periodic, as the BDC requests or as Directors feel appropriate

Manager/CA added comments

- No Manager/CA added comments.

6. ADJOURNMENT

The February 16th meeting of the Building Development Commission adjourned at 3:39 p.m.

The next meeting of the Building Development Commission is scheduled for Tuesday, March 15th 2016.

BDC Special Meeting Report
March 2016

March 15, 2016

BDC March meeting report on initiatives

Because the BDC March 15 meeting will be a budget agenda only, this memo serves as an update on the status of various Department initiatives. Given the budget focus of the March meeting, we will likely be unable to discuss these issues in the regular BDC meeting. However, feel free to contact any of the Directors by phone or e-mail if you desire further explanation on this report. The monthly statistical report is included at the end of this memo and an electronic copy of the stat charts will be sent to you by e-mail.

Part I: BDC March meeting tentative agenda

1.1. Minutes approved

1.2. BDC member issues

1.3. Public attendee issues

1.4. Budget discussion: see separate outline

Note to all staff; copies of the proposed Fy17 budget are available from your Manager or the Directors.

Part II: initiatives update

2.1. Follow up from January - February BDC meetings

2.1.1. New Building Valuation Data (BVD) Table

- In their February meeting, the BDC voiced no objections to going forward with changes to the BVD table, as described in January 5 information distributed the BDC, describing a set of modifications to the 2013 ICC Building Valuation Data table.
- Work moving forward includes the following:
 - Set the trigger date for 7/1/16.
 - Give customers 90 day notice.
 - Post on the web for reference on 4/1/16 as “future BVD Table”, removing the old table on 7/1/16.

2.1.2. BDC Quarterly Bulletin

- Draft completed based on the bullet points noted in the January BDC meeting.
- BDC Chair signed off Feb.16 and we e-mailed a final copy to NotifyMe registrants on March 8. Also posted final copy to website.

2.1.3. Code interpretation search tool

- The BDC requested the following;
 - Add a link to the current NC codes (going to the ICC website) on each of the trade search pages in the Code Interpretation Library.
 - Link will connect to the ICC directory of codes.
 - Add a link to NC DOI’s web posting summary of current code changes approved by the BCC and the NC Rule Review Commission.
 - Link will actually go to the list of cumulative amendments, for all code changes since adoption of the last NC Code, in this case the 2012 NCBC.
- The links will be live on March 31.

2.1.4. Final actions on Industry-Technology Development Priorities meeting

- The BDC voted to accept the industry work group’s tech prioritization recommendation, with the understanding that when Gartner’s final tech recommendations are received by the County, they will be brought to the BDC for discussion and comparison to the industry tech priority recommendation.
- JNB advised ACM Leslie Johnson and the LUESA Director accordingly on January 20.

2.2. Other initiatives in the works

2.2.1. Best Practice work on AE accountability

- The Department was charged with reconvening the original attendees to the January 9, 2015 Best Practice session, to discuss AE accountability criteria within the Best practice strategy (see Part 2 of the AE-GC-Builder Task Force Final Report.

- The meeting occurred on February 29, reviewing 6 outstanding items, with 4 local architects attending.
- Participating architects agreed to five changes with the Department.
 - Those changes were summarized as a Clarification on AE Best Practice amendment to the 6/18/2015 Best Practice accountability summary review with the BDC last July.
 - On March 2, we distributed the Clarification on AE Best Practice amendment to all AE's who attended the January 9, 2015 Best Practice session. We await any AE final comments.
- The Department plans to review the Clarification on AE Best Practice with the full BDC on April 19.

2.2.2. Gartner/Task Force recommendations follow up work

Note: The Department provides quarterly updates to the BDC regarding progress on TF follow up work.

- Responsible parties are indicated in (*bold italics*)

2.2.2.1. The BDC's direction on training includes the following (Patrick & JNB)

- In the May 19, 2015 meeting, the BDC concurred that it is the Department's responsibility to train customers and staff on both the process and use of technology.
- However, the primary responsibility for training customer learning the building code lies with the design and construction industry associations, with the following qualifying points added by BDC members;
 - a) First time customers are different and the Dept. should "step up a bit" in helping them. (*Directors*)
 - b) Contractor participation in preliminary code reviews is helpful, especially to promote discussions of constructability and code complaint details, and should be encouraged. (*Directors*)
 - c) Continue promoting consistency meeting agendas and contractor participation in same, especially to the commercial contractors (*Gary, Tommy, Jeff and Shannon*)
 - d) Offer industry opportunity to attend code training sessions offered by the Department (*Gary, Tommy, Jeff and Shannon*)

2.2.2.2. Follow up subcommittee TF work

- See item 2.2.1. for follow up work on the RTAP & Best Practice Subcomm

2.2.2.3. Continue work on action items as described in Parts 2 & Part 5 of TF Final Report, as follows;

- #6- describe & promote customer liaison role (*Sophia H & Shannon C*)
- #10-check for P&I system input redundancy (*Sandra B-E*)
- #4-training on process & tech (*Angie T, Sandra and Shannon*)
- #13-precon meetings; part of Meck-SI changes, and contractor "best practice" (*CEM's*)
- #15-customer notification use (*Sandra & Shannon*)
- #16-code interp notification; quarterly newsletter; BDC member associations reminded of consistency meetings through BDC notification. (*CA's and Shannon*)
- Item 5.2 – communication plan (*Shannon C*)

Note: refer also to the TF Recommendations Project Tracking summary posted in the Conf Rm 229B.

2.2.3. Inspections realignment status

2.2.3.1. Phase I - Mega Multifamily inspections team status

- The MF mega team worked on a proposal for a typical permitting and phasing plan strategy to assist developers and contractor when considering phasing of a project. Some of the primary issues addressed include permitting, placement of automatic holds on critical-path permits, time lines for certain aspects of structures, CO's or TCO's deliverables meeting the expectations of the developers. This tool would be very helpful as a guide for new and some existing projects for a successful project.
- The Mega Multifamily team presented the tool to GCAA representatives on February 4. It was well received so in the future we will recommend this in early project meetings and correspondence as well as on the web.

2.2.3.2. Phase II – conversion of North-South inspection teams

- This regards conversion of N-S teams to residential-other commercial inspection teams
- Progress complete to date includes the following.
 - Parcels for each inspector have been identified. With recent new hires, most of the parcels have been staffed. We will monitor workload closely as the realignment begins and make adjustments to parcel assignments and staff needs accordingly.

- Identified all team members requiring additional training for coverage of multiple trades strategy. All class-work training has been scheduled and should be complete by March 31, 2016.
- Field training is underway on a limited basis; it will increase after classwork training is complete.
- Electrical Supervisor position for Residential team has been filled. We've advertised to fill the Residential Building Supervisor position and should have that filled by March of 2016.
- We are on schedule for Phase II implementation on June 30, 2016.

2.2.4. Customer Service Center (CSC) development status

- CSC up and running at Suttle Ave, having opened on schedule on December 22.
- All 6 staff hired (2 liaisons & 4 navigators), with 2 months of training before CSC 12/22 opening.
- Answer book is 75% complete. (Training Coordinator is gathering information and last week CSC staff began inputting into the NOVO Solutions software.)
- CSC technology installation currently includes Q-Flow (expanded to include Water & Land, Air Quality and Environmental Health), staff with iPhones and Surface Pro Tablets, Skype for business, new Code Enforcement main phone number and updated phone tree to include a Customer Service option that includes a voice mail box.
 - The balance (Q Flow part 2, et al) is scheduled for completion by the end of Fy16.
- Note, key CSC development criteria approved by the BDC on May 20, 2014, includes the following
 - Three part design criteria including: a) design criteria grid; b) how the CSC might work, and c) supporting tech list.
 - Specific features included in the strategy;
 - i. "Tiered deployment" as requested by the CSC Focus Group
 - ii. CSC won't replace PM-CEM's ownership of projects, problems and resources to solve them.

2.2.5. BIM-IPD team status

- Team currently consists of 16 FTE's;
 - 1 PM + 12 code officials + 2 BIM Navigators + 1 admin support
 - Note the code officials work on projects from start to finish; no split between plan review & inspections.
- The HCD team has worked on 10 BIM projects to date, including;
 - VA Charlotte HealthCare Center; nearing completion.
 - Davidson Martin Science Building Addition scheduled for TCO in July, 2016. Existing building renovation starts in earnest in June, 2016.
 - Westin Charlotte Office Building; construction just started.
 - Project Beacon-Sealed Air; construction underway on 3 Buildings and 2 Parking decks.
 - Crescent Uptown-Stonewall Station; initial plan reviews underway.
 - Brigham Hotel; Umbrella permit issued.
 - Brigham Parking Structure; Umbrella permit issued.
 - Home2Suites Hotel, awaiting full preliminary review to approve Umbrella permit.
 - HCDT has now taken over CLT-Douglas Airport; 2 projects projected to go BIM/IPD.

2.2.6. Status of Construction Valuation Data Report fix

- This regards chasing down the construction value reporting error, related to "deferred" permit status.
- Key steps to cover include the following
 - a) Research POSSE report programming and determine how far back the problem goes. Test initially to verify if it is limited to Construction Value Permitted.
 - *The problem goes back 10 years and relates to programming steps on when a permit is deferred.*
 - b) Identify the report programming revisions required to fix.
 - *IST has identified the fix for the issue.*
 - c) Hire an independent 3rd party to verify a) the fix worked and b) the problem had no impact on previous reports involving fees validated, permit counts or inspection counts. *See below.*
- Status: research completed to date *indicated above in italics*. As soon as Winchester installation is complete, staff will engage with the County's Best Practice management office to effect an audit of the data.

Part III: Department statistics report

3.1. Permit Revenue

- February permit (only) rev - \$2,114,067, compares to January permit rev - \$1,839,478
- Fy15 budget projected monthly permit rev = \$1,953,190; so February is \$160.87k above projection
- YTD permit rev = \$16,516,422 is above projection (\$15,625,522) by \$890,9k or 5.7%.

3.2. Construction Value of Permits Issued

- Report temporarily suspended.

3.3. Permits Issued:

	Jan	Feb	3 Month Trend
Residential	3829	4111	4097/3756/3829/4111
Commercial	2103	2519	1955/2120/2103/2519
Other (Fire/Zone)	302	365	289/234/302/365
Total	6234	6995	6341/6110/6234/6995

- Changes (Jan-Feb); Residential up 7.4%__; commercial up 19%__; total up 12.2%__

3.4. Inspection Activity: inspections performed

Insp. Req.	Jan	Feb	Insp. Perf.	Jan	Feb	% Change
Bldg.	5965	7194	Bldg.	5814	7182	+23.5%
Elec.	6535	7495	Elec.	6068	7038	+16%
Mech.	3405	3960	Mech.	3162	3788	+19.8%
Plbg.	2945	3104	Plbg.	2581	2843	+10.15%
Total	18,850	21,753	Total	17,625	20,851	+18.3%

- Changes (Jan-Feb): requests up 15.4%; inspect performed up 18.3% (trades ranging 10-23%+)
- Insp performed were 95.85% of insp requested__

3.4.1 Inspection Activity: inspections response time (new IRT report)

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Jan	Feb	Jan	Feb	Jan	Feb	Jan	Feb
Bldg	76.1	77.1	91.9	93.8	97.8	98.5	1.38	1.30
Elec.	61.1	61.0	88.1	90.4	96.4	98.4	1.87	1.50
Mech.	70.9	73.9	90.9	94.1	96.7	98.3	1.51	1.35
Plbg.	70.6	71.0	90.4	94.6	97.3	99.0	1.43	1.43
Total	69.1	70.1	90.2	92.8	96.9	98.5	1.58	1.39

- Bldg up <1%+, Elec same, Mech up 3% and Plbg up <1%
- Per the BDC Performance Goal agreement (7/20/2010), the goal range is **85-90%**; so while numbers are improved, the IRT report indicates the February average is currently 15% below the goal range.

3.5. Inspection Pass Rates for February, 2016:

OVERALL MONTHLY AV'G @ 81.45% in February, compared to 77.3% in January

Bldg: January – 64.42%
February – 74.37%

Elec: January – 75.21%
February – 80.14%

Mech: January – 85.95%
February – 85.17%

Plbg: January – 91.12%
February – 91.81%

- Building up 10%, Elec up 5%, Plbg up <1%, Mech down <1%.
- Overall average up 4%+ from last month, well above the 75-80% goal range.

3.6. On Schedule and CTAC numbers for February, 2016

CTAC:

- 154 first reviews, compared to 75 in January
- Projects approval rate (pass/fail) – 68%
- CTAC was 49% of OnSch (*) first review volume; $(154/154+161 = 315) = 48.9\%$
*CTAC as a % of OnSch is based on the total of only scheduled and Express projects

On Schedule:

- May, 14: 223 -1st rev'w projects; on time/early–97.63% all trades, 96% B/E/M/P only
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Booking Lead Times

- On Schedule Projects: **for reporting chart posted on line**, on February 29, 2016, showed
 - 1-2 hr projects; at 2 work days booking lead, except bldg-3 and MP-4 work days
 - 3-4 hr projects; at 2-4 work days lead, except bldg-6 and Env't Hlth -5 days
 - 5-8 hr projects; at 2-5 work days lead, except, bldg-10, MP-21, CFD-8 and CLT Zon'g -17.
- CTAC plan review turnaround time; BEMP at 7 work days, and all others at 1 day.
- Express Rev'w booking lead time; 9 work days for small projects, 10 work days for large projects

Part IV: other updates and information

4.1. Future BDC agendas

- April BDC meeting tentative topics
 - Amended report from Best Practice Subcommittee
 - Communicating with customers and associations
 - Quarterly Reports Consistency teams, Code Defect, Commercial Plan Review, TAB
 - BDC Quarterly Bulletin exercise
 - Other to be determined
- May BDC meeting tentative topics
 - BIM-IPD team update (aka Hybrid Collaborative Delivery Team)
 - Gartner/Task Force recommendations update
 - Other to be determined